

**Recreation Department Application: All positions are temporary and seasonal.**



Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, MA 01545

***The Town of Shrewsbury is an Affirmative Action / Equal Employment Opportunity Employer***

*All information must be typed or printed in readable writing. Unreadable application will be discarded.*

***Recreation Summer Applicants: Must be at least age 16 by May 1<sup>st</sup> for summer employment, Please include 1 written letter of reference with your application, and include copies of any certifications you hold: CPR/Lifeguard, etc. Parents should not fill out applications for their son/daughter. If applicant needs assistance please ask staff.***

## Personal Information

1. Date of Application: \_\_\_\_\_ 2. Position(s) Applying For: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Last First Middle
4. Address: \_\_\_\_\_  
Number Street Apartment Number  
\_\_\_\_\_  
City/Town State Zip Code
5. Telephone Number: Home: \_\_\_\_\_ Daytime: \_\_\_\_\_  
Area Code / Number Area Code / Number
6. Social Security Number: \_\_\_\_\_ 7. Driver's License Number: \_\_\_\_\_  
Class / Number / State
8. If hired, can you provide proof of citizenship or legal right to work? YES NO
9. Are you under 18 years of age? YES NO If yes, date of birth? \_\_\_\_\_
10. Have you ever been employed by the Town before? YES NO  
If yes, when? \_\_\_\_\_ In which department? \_\_\_\_\_
- An applicant for employment with a sealed record on file with the commission of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. Conviction will not necessarily be a bar to employment.
11. Have you ever been convicted of a felony? YES NO RECORD  
If yes, please specify? \_\_\_\_\_
12. Have you been convicted of a misdemeanor in the last five years? YES NO RECORD  
If yes, please specify? \_\_\_\_\_
13. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town of Shrewsbury?  
If yes, Employee's Name: \_\_\_\_\_ Department: \_\_\_\_\_

## Education

Name / Location	Course of Study	Years Completed	Did you graduate?	Degree / Date
High School			YES NO	
College			YES NO	
Graduate School			YES NO	
Business/Technical			YES NO	

**14.** Do you possess the following skills? Please list in detail all that apply.

Specialized Training?	YES	NO	Name of Training/Course: _____
Professional Licenses?	YES	NO	Licenses: _____
Professional Memberships?	YES	NO	Name of Organizations: _____
Computer Software?	YES	NO	Name of Programs: _____
Office Equipment?	YES	NO	Describe Equipment: _____

**14A.** List any certifications you hold: **CPR** **First Aid** **Lifeguard** **WSI**

## Employment & Volunteer History

*List present employer first. A resume or supplemental sheet may be included, however, this section must be completed.*

*If no formal work experience list any volunteer or unpaid positions you may have held.*

**15.** Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_ / \_\_\_\_\_ May we contact this employer? YES NO

Starting Ending

Describe the work you performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**16 .** Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_ / \_\_\_\_\_ May we contact this employer? YES NO

Starting Ending

Describe the work you performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**17 .** Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_

Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_ / \_\_\_\_\_

Starting

Ending

May we contact this employer?

YES

NO

Describe the work you performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

## Activities & Interests

Please list any sports, activities, and community groups you are involved in.

If more room is required, an additional sheet may be attached.

## References

*Please provide professional and/or business references only. Note that references listed in this section will be contacted. Students will no formal work experience can include references from teachers, coaches, community organizations, etc. 1 written letter must be included with your application if applying for a summer recreation position.*

### 19. Reference #1

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Position: \_\_\_\_\_ Telephone \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

### 20. Reference #2

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Position: \_\_\_\_\_ Telephone \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

### 21. Reference #3

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Position: \_\_\_\_\_ Telephone \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

### 22. How did you learn about the job for which you are applying?

Walk-in

Town Employee

School, name \_\_\_\_\_

Newspaper; title \_\_\_\_\_

Professional Journal; title \_\_\_\_\_

Posted Town Bulletin \_\_\_\_\_

WebSite \_\_\_\_\_

## Agreement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Shrewsbury to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Shrewsbury any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Shrewsbury's use only.

I hereby voluntarily release, discharge and exonerate the Town of Shrewsbury, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Shrewsbury.

I understand that all appointments are temporary, seasonal, subject to program enrollment and that I must demonstrate my ability for continued employment.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**“Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.”**

**It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.**

Best time to reach me:

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

**Town of Shrewsbury  
Parks and Recreation Department**  
100 Maple Avenue  
Shrewsbury, Ma 01545



SHRPR  
172H  
G

**Chapter 6, 172H CORI REQUEST FORM**

Shrewsbury Parks and Recreation has been certified by the Criminal History Systems Board for access to conviction and pending criminal data pursuant to Chapter 6, section 172H.

As an applicant for Recreation Seasonal Summer Staff,

I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

**APPLICANT INFORMATION -PLEASE PRINT**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Maiden Name or Alias ( If applicable)

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Requested By: \_\_\_\_\_  
Signature of CORI Authorized employee

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CHSB Use Only

Record Attached: \_\_\_\_\_ No Record: \_\_\_\_\_